

Montana School Library Data Elements

To be answered at the school library level. Due date is May 18, 2012.

Instructions:

1. This voluntary survey is to be completed by the school library staff and submitted by the teacher-librarian by May 18, 2012.
2. Please choose 1 week in March, April or May to collect usage data if you do not already collect the data elements included in this survey.
3. To prepare for the data collection, please print the linked [PDF worksheet](#).
4. Please contact [Colet Bartow](#), Library-Information Literacy Specialist with any questions or concerns with the data elements or the data collection process.

Survey Checklist:

- Determine when the data will be collected.
- Preview the data collection worksheet.
- Determine where/how data can be gathered.
- Identify other stakeholders who can help with collecting data.
- Consider how you might use and report the data for program and school improvement.

Please choose one school from the drop-down list. If one library serves multiple grade levels, please indicate those grade levels under question 2. Do not complete additional reports for each school in a district if there is only one library serving those schools.

1. Please select your school from the dropdown list.

Student Services

2. Indicate the grade levels served by the library.

- ☐ Kindergarten
- ☐ First
- ☐ Second
- ☐ Third
- ☐ Fourth
- ☐ Fifth
- ☐ Sixth
- ☐ Seventh
- ☐ Eighth
- ☐ Ninth
- ☐ Tenth
- ☐ Eleventh
- ☐ Twelfth

3. Typical weekly number of hours the library is available to students. Include the time that the

library is open before and after the regular school day. Round to the nearest half-hour (.5) Example: 30.5

4. Is the library regularly open before the school day? The school day begins with the first assembly of students in class rooms.

- ☐ Yes
☐ No

5. Is the library regularly open after the school day? The school day ends with the last assembly of students in class rooms.

- **Note: Time that the school is open to permit extracurricular activities is not part of a school day.**

- ☐ Yes
☐ No

6. On average, how many classrooms of students use the library each week? A class is defined as a group of students using the library whether or not the classroom teacher remains with them.

- **Note: Determine a weekly estimate by counting visits during a typical week in February through April, which typically do not have major illnesses or events interrupting classes.**
- **Provide the number of classes, not the cumulative count of all students in the classes that entered the library.**

7. On average, how many students independently visit the library each week? Count individually whether a student enters alone independently or with several others but not as part of an organized class.

- **Note: Determine a weekly estimate by counting visits during a typical week in February through April, which typically do not have major illnesses or events interrupting classes.**

8. Either individually or in combination, can the library accommodate:

- ☐ A group of less than 15 students
☐ A group of 15 or larger
☐ Story time
☐ Individual study/reading

☐ Other

9. Is the library open during the summer?

The library is open if it is accessible to students for borrowing materials either as part of summer school or for recreation.

- ☐ Yes
☐ No

10. Is the library open to the community?

The library is open to the community when they may borrow materials, regardless of whether their children, if any, attend the school.

- ☐ Yes
☐ No

11. Indicate which types of programming or promotions the library has provided during the school year.

Programming is defined as an activity initiated by library staff. Promotions can involve an activity or displays and posters.

- ☐ Accelerated Reader/Reading Counts
- ☐ After School Program
- ☐ Author/Artist in the Schools
- ☐ Book Clubs
- ☐ Book Fairs
- ☐ English Language Learner resources and support
- ☐ Family Literacy Events/Activities
- ☐ Multicultural resources and support
- ☐ National Reading Promotion Programs (e.g. National Library Week, Read Across America)
- ☐ Pre-Kindergarten story times
- ☐ Special Education resources and support
- ☐ Special Interest Clubs (e.g. Anime, gaming, etc.)
- ☐ State Reading Promotion Programs
- ☐ Summer Reading Program
- ☐ Tech Trainings (e.g. e-mail, Web 2.0, applications)
- ☐ Other

Policies**12. Does this school have a library policy and procedures manual?**

A policy and procedures manual provides policies specific to the library media center and instructions with regard to various activities that staff must perform on a routine basis.

- ☐ Yes
- ☐ No

13. Does this school use a current board-approved Internet/Network acceptable use policy?

An Internet/Network Acceptable Use informs students and faculty with terms and conditions that guide access to and use of Internet resources and applications.

- ☐ Yes
- ☐ No

14. Does this school have a board-approved collection development/materials selection policy?

A collection development/materials selection policy provides guidelines to provide students with resources that meet the needs as well as the developmental and maturity levels of students for critical thinking.

- ☐ Yes
- ☐ No

15. Does this school have a board-approved policy for challenges to library holdings?

A policy for challenges provides the procedures to review materials and resources that have been questioned for inclusion in the library media center. The document must include a statement regarding Intellectual Freedom. Intellectual freedom acknowledges the right of students to a relevant, balanced and diverse school library collection that represents all points of view without restriction.

- ☐ Yes
- ☐ No

16. Does this school have a board-approved policy for copyright?

A copyright policy provides a code of best practices that aids teachers and students use information

literacy concepts and techniques to interpret the copyright doctrine of fair use. Fair use is the right to use copyrighted material without permission or payment under some circumstances.

- ☐ Yes
☐ No

17. Does this school have a board-approved resource sharing/ILL policy?

A resource sharing/Inter-Library Loan policy provides a written plan that addresses the library media center's role and responsibility with other libraries unaffiliated with the school district to borrow materials for students and faculty and to lend materials from the library media center to other libraries unaffiliated with the school district.

- ☐ Yes
☐ No

Professional Environment

18. Which of the following best describes the type of scheduling for classes in this library media center?

	Yes	No
All classes flexibly scheduled. Classroom teachers arrange teacher-librarian to instruct on an as-needed basis.	<input type="radio"/>	<input type="radio"/>
All classes regularly scheduled at fixed times. The teacher-librarian has a class instruction schedule arranged at the beginning of the school year or semester.	<input type="radio"/>	<input type="radio"/>
Some classes regularly scheduled, other classes flexibly scheduled. Any combination of Definitions 1 and 2.	<input type="radio"/>	<input type="radio"/>
Does the library media center have a faculty/administration advisory committee? Faculty/administration advisory committee concern themselves with such issues as, but not limited to, policies, procedures, budgetary concerns.	<input type="radio"/>	<input type="radio"/>
Does the library media center have a student advisory committee? Student advisory committees concern themselves with policies and procedures affecting students. Note: Answer Yes if a student serves on a faculty/administration advisory committee in lieu of a separate student committee.	<input type="radio"/>	<input type="radio"/>

Technology

19. What library automation system do you use?

- ☐ Montana Shared Catalog
☐ Follett Destiny
☐ Follett Circ/Cat
☐ Sagebrush
☐ Other

20. Student Computer Workstations.

A computer workstation provides a keyboard and monitor for use by students, whether individually or in small groups. The computer may or may not be connected to the Internet. Count workstations in the library. Include laptops lent to students to use exclusively in the library or library computer lab.

- **Note: If all students receive laptops through the school or district, provide the seating capacity of the library and computer labs.**

- **Note: Exclude computer terminals whose sole function is to access the library catalog.**
- **Note: Exclude mobile computer carts whose purpose is to provide students with computers in class rooms.**

21. Do Students Have:

	Yes	No
Remote Access to Online Databases - Do students have access to online, licensed databases through student-status verification off school property, such as at home or via public library computers?	<input type="radio"/>	<input type="radio"/>
Use of Social Networking - Social networking is a range of online services and applications which allow users to interact and share data with other users (e.g., Facebook, Flickr, YouTube). Many of these applications are referred to as Web.2.0 tools.	<input type="radio"/>	<input type="radio"/>
Use of Personal Digital Devices - Do students have opportunity to bring personal electronic devices (e.g., smartphones, laptops, tablet computers) to school for learning purposes?	<input type="radio"/>	<input type="radio"/>

Collection

22. Circulation - The total circulation of all materials in all formats to students, faculty and others with borrowing privileges

- **Note: If materials are still circulating at the time of this report, estimate the complete school year circulation based upon circulation to date.**
- **Suggestion: Average the circulation per month and multiply this number by the number of months remaining.**

23. Average Copyright Year of Items Classified in the 600s of the Dewey Decimal System. Technology and applied sciences have the most time sensitive materials that require the most currency.

24. General Comments or Additional Information.

25. How long did it take you to complete this survey?

- ☐ 1 hour
- ☐ 2 hours
- ☐ More than 2 hours

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